

The University of Texas-Pan American

SHRM Student Organization Chapter #5228

Mentor Participation Program

2013-2014

About & Purpose of Program:

The UT-Pan American SHRM Student Organization Chapter seeks to bring together students that are interested in participating in Student Mentorship Program with professionals in the field of Human Resource Management.

This program will allow for mentees becoming familiar with HR practices, and developing professional relationships with HR professionals. Student-mentees will be able to develop themselves professionally, engage in networking, gain insight on HR related issues beyond the classroom setting and acclimate in a professional setting. Mentors will be innovative on their mentorship practices.

**How to apply:**

Fill out membership application in person or submit electronically by email: [shrm.utpa@gmail.com](mailto:shrm.utpa@gmail.com)

**Mentorship Period:**

1. . Student Applications for Mentorship Program are available throughout the year.
2. . Program is set for one (1) semester ( Fall, Spring commitment).
3. . Mentorships for summer sessions must be requested and approved of in advance prior to summer session.
4. . Mentor may keep contact with mentee after semester is over.

**Student-Mentee Requirements:**

1. . Student-mentee must be an active1 and participating member of SHRM Student Organization Chapter #5228.
2. . Student must have filled out student mentorship application.
3. . Be a current full-time/part-time student in good standing at UTPA.
4. . Be committed to the program throughout the entire participation period; maintain contact with mentor at least once a week through Telephone, E-mail, or One-on-one meetings (location to be determined between mentor/mentee)

5. Have a flexible schedule to be able to meet with and attend activities set by mentor.

6. Both Mentor and Mentee will complete a Post-Mentor Program Survey

**Suggested Activities:**

Mentorship curriculum are kept open to mentor and mentee, however in the case of uncertainty suggested activities are as followed:

* Mentor may invite their student mentee to local SHRM weekly meetings
* Mentor may invite student mentee to non-confidential business meetings, workshops, luncheons, or other HR related activities
* On-site job shadowing and networking
* Give advice and guidance on HR career development
* Share experiences and knowledge
* Tour mentor's organization/facility

**Additional Information:**

1. . Mentee will be given mentors' contact information within the week received, if not at a specific time suggested by mentor for immediate interaction.
2. . Student and mentor will co-decide what they would like to achieve at meetings.
3. . Student-mentee must provide their own means of transportation to mentor's events.
4. . Student-mentee must provide Corporate Relations Liaison Officer or other SHRM student chapter officers with updates2 on meetings held between themselves and their mentor.
5. . Mentor and student-mentee relationship must remain strictly professional throughout the mentorship program
6. . Corporate Relations Liaison Officer or other SHRM student chapter member may call mentee's mentor at an undisclosed time to address any concerns occurring during the mentorship period.
7. . Confidentiality of student-mentee information is kept confidential. All updates provided by student-mentee are kept only for the purpose of mentorship program record.
8. . Student-mentee agrees to provide insight on program and testimonials to other interested SHRM student chapter members who wish to participate in the program in the future.

**FAQ:**

1. **.** **What should mentor and mentee discuss during their first couple of meetings?**

Mentors are encouraged to create their own curriculum with mentees; if a sample outline is needed to help progress meetings we have a sample available upon request.

**3. How many times should I keep in touch with my mentee or mentor throughout the duration of the program?**

We suggest that mentors meet and or follow up with mentees at least one time every two weeks, or two times a month through in person meetings, Telephone, or Email.

**4. What is the level of commitment and length of the program?**

We suggest that mentor and mentee develop a balanced and on-going mentor-mentee relationship that fits with their own schedules. The program will last one semester long to provide different student-mentees an opportunity to work together with an HR professional, additionally it will allow for HR Professionals to mentor and interact with different SHRM student chapter members interested in HR positions. If mentors choose to, they may keep contact with mentee after semester is over.

**5. When can I contact my mentee or mentor?**

As soon as contact information is released to either mentor or mentee any party may choose to contact the other within the week received, if not at a specific time designated by mentor.

**6.** **What happens if I can't get a hold of my mentor or mentee?**

If you’re unable to get in contact with your mentor or mentee you can contact Victor Rodriguez by phone or email so that we may further assist you in reaching your mentor/mentee.

If any other concerns arise you may contact Victor Rodriguez at vgrodriguez@broncs.utpa.edu, shrm.utpa@gmail.com, or 956 534 3394